



**North East
Learning Trust**

Second in Maths
Hermitage Academy
Applicant information pack

Second in Maths

Permanent

Required April 2025 (or later by negotiation)

1.0 FTE

Salary MPS/UPS plus TLR 2.3 £5,645

Hermitage Academy is a part of the North East Learning Trust and is seeking to appoint a Second in Maths to join our dedicated team.

The successful candidate will be an outstanding practitioner, with high expectations and a record of achieving the best outcomes from their students. With some prior experience of leading on an area, they will be driven by their passion for Maths, their genuine love for teaching and learning and their absolute commitment to widening opportunities for our students to ensure all students receive excellence every day.

This appointment will be based in Hermitage Academy where we have an exciting opportunity for you to join a school that has undergone real change and is on a strong, upward trajectory.

Hermitage Academy is a mixed 11-18 comprehensive school with a rapidly growing sixth form with over 1000 students from Chester-le-Street and the surrounding areas.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

The role of Second in Maths will include:

- Leading the strategic direction and development of a key stage
- Driving forward the quality of teaching and learning in the department
- Collecting, maintaining and employing effective data to monitor pupil progress
- Standardising marking across the department in line with Trust policy
- Working with the Heads of Achievement and SENCO to share interventions that impact on pupil outcomes.
- Working closely with the Maths HoD to lead, manage and develop all areas of the department, including deputising for the HoD when required.
- Leading and managing staff
- Effectively deploying resources

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued



We will offer you:

- National Terms and Conditions of Employment
- Access to Teachers' Pension (for Teachers)
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

Deadline: noon, Thursday 12th December, 2024

Interviews taking place week commencing 16th December 2024.

How to apply:

Application packs can be downloaded from our website.

Application forms should be returned to Hannah.boundy@hermitageacademy.co.uk or by post to Hannah Boundy, Assistant Support Services Manager, Hermitage Academy, Waldrige Lane, Chester-le-Street, DH2 3AD. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



Job description

Post title:

Second in Maths

Responsible to:

Head of Maths

Job Purpose:

You will be required to carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

In addition to the duties above you will be required to demonstrate the required skills to undertake the following responsibilities in relation to the post:

Duties and Responsibilities:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To ensure provision of a broad, balanced, relevant and appropriately challenging curriculum for students studying in the curriculum areas, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
- To act as a Deputy Curriculum Lead and be responsible for leading and developing this area.
- To develop and enhance the teaching practice of others.
- To monitor and support the overall progress and development of students as a deputy manager within the curriculum area, and as a Form Tutor.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

Strategic:

- To assist in the coordinated delivery of the Maths curriculum, resources, schemes of work, marking policies, assessment and teaching strategies in the department.
- To assist in the day-to-day management, control and operation of the curriculum provision within the department.
- To monitor and follow up student progress.
- To implement school Policies and Procedures.
- To assist in working with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school.
- To assist in ensuring that the planning activities of the department reflect the needs of the students and the aims and objectives of the school.



Curriculum:

- To assist in ensuring the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.
- To keep up to date with national developments in the subject areas, teaching practice and methodology.
- To actively monitor and respond to curriculum developments and initiatives at national, regional and local levels.
- To promote and develop appropriate extra-curricular and community activities within the department.

Staffing:

- To work with the Head of Maths to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To contribute to Personal Development Review and to act as reviewer for a group of staff within the designated department.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To assist in ensuring the effective efficient deployment of classroom support.
- To participate in the school's ITT programme.

Quality Management:

- To assist in ensuring the effective operation of quality control systems.
- To set targets within the department and to work towards their achievement.
- To assist the Head of Maths in establishing common standards of practice within the department and assist in developing the effectiveness of teaching and learning styles in all relevant curriculum areas within the department.
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to assist in ensuring adherence to those within the department.
- To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To assist in the implementation, modification and improvement, where required, within the relevant curriculum areas.
- To assist in ensuring the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
- To produce reports within the quality assurance cycle.
- To assist in identifying appropriate courses and coordinate exam entries within the department.

Pastoral Support:

- To monitor and support the overall progress and development of students within the curriculum area.
- To monitor student attendance together with students' progress ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- To contribute to the delivery of the PSHE, SMSC, RSE curriculum according to the school policy.



- To implement the Behaviour Management system in the department so that effective learning can take place.

Other Specific Duties:

- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To actively engage in the staff review and development process.
- To undertake any other duty as specified by STPCB not mentioned in the above.

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.



Person specification

Second in Maths

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Qualified Teacher Status • First degree or equivalent in a relevant subject • Recent and relevant Continual Professional Development 	<ul style="list-style-type: none"> • Good Honours Degree in Maths • Masters in Education or relevant subject
Experience	<ul style="list-style-type: none"> • Recent and successful teacher experience in the relevant subject area at both KS3 and KS4 • Proven track record of delivering excellent outcomes for students of all abilities • Minimum of two years' experience in a successful Maths Department or equivalent 	<ul style="list-style-type: none"> • Experience of teaching Maths at KS5 • Experience of leading or managing developments in the curriculum area • Experience of making a significant contribution to improving student outcomes at departmental level • Experience of organising and participating in extra-curricular work
Aptitude and skills	<ul style="list-style-type: none"> • Excellent communication skills both verbal and written • Excellent classroom teacher • Ability to work under pressure • Ability to lead, motivate, challenge and inspire staff and students • Ability to initiate and successfully implement change 	<ul style="list-style-type: none"> • Experience in the use of new technologies to improve teaching and learning
Personal qualities	<ul style="list-style-type: none"> • Reliable and conscientious • Desire and ability to learn new skills • High expectations of all students • Caring, supportive and trustworthy • Enthusiastic team player • Organise, plan and prioritise effectively • Flexibility, adaptability and creativity 	



References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.

